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**Officer Fitness Report Input****1. Administrative Data**

- a. **Full Name** (*Last, First, MI*)
- b. **Grade** (*provide date of rank; indicate if frocked, spot-promoted, or a selectee to higher grade*)
- c. **Designator** (*indicate if changed during period*)
- d. **SSN**
- e. **Date Reported to commands**
- f. **Ending Date of Last Regular Fitness Report**
- g. **Next Permanent Duty Assignment** (*if a detachment of individual report*)
- h. **Mobilization Billet**
- i. **Periods of AT/ADT/ADSW Performed this Reporting Period**  
*with dates and locations. Write "None this Reporting Period" if none was performed.*

**2. Duties.** *List by title and include months assigned during this reporting period. For example: CO-12; CACO-10; ESO-12; SEC MGR-8, etc.*

- a. **Primary Duties** (*most significant first*)
- b. **Collateral Duties**
- c. **Watchstanding Duties**
- d. **ADDU/TEMADD/TEMADDINS**, if any (*List commands, inclusive dates, and duties or courses*)
- e. **Periods Not Available for Duty**, if any. (*account for ADSW, Not Physically Qualified (NPQ) periods, etc., since reporting*)

**3. Job Scope**

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- a. **One Sentence Description of Primary Duties** (*For SELRES, describe the gaining command's mission if appropriate*)
- b. **Personnel Directly Supervised** (*subdivide by officers, enlisted/FTS and SELRES*)
- c. **Personnel Supervised Through Subordinates** (*subdivide as above*)
- d. **Number of Reserve Units** (*for readiness units*)
- e. **Major Equipment and Material for which Responsible**, as applicable (*Examples: ABFC Vans, number of buildings, etc.*)
- f. **Size of Budget Managed (if applicable)**
- g. **Subspecialty Codes** (*awarded and used, extent of utilization, and whether officially required by billet*)
- h. **Responsibilities for Classified Material**

#### 4. **Meeting Command Expectations**

- a. **Command Presence.** *Extent to which you demonstrate an understanding of your responsibility, the expectation and concept of command. Examples: Number of Captain's Calls held, presence at drills, attendance at scheduled training, extent of contributory support, responsiveness to demands, etc.*
- b. **Model Unmatched Integrity/Exemplify Core Values.** *Examples of sound judgement, honesty, sincerity, high principles. List training on this subject which was scheduled and conducted for your personnel. Actions taken to promote unit performance.*
- c. **Planning.** *Successfully balancing training and administrative requirements. Establishment and attainment of long range goals. Success in retention, pay administration, etc.*
- d. **Investing in People.** *Number of award recommendation submitted, enlisted advancements, performance evaluations consistently completed on time, etc. Professional Development Board involvement and success.*
- e. **Knowledge of the Naval Reserve.** *Demonstrated knowledge of Naval regulations, directives, procedures and traditions. Training scheduled and conducted to this end. Adherence to Navy policies, regulations and guidance. Administrative acumen, report timeliness, etc.*

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f. **Provide Overwhelming Support and Teamwork.** Examples are:

- *Support to the Gaining Command, RESCEN, Reserve Unit (as applicable), up and down the chain of command.*
- *Timely response to deadlines, tasking, and required reports*
- *Innovative methods of communication, etc.*
- *Extent to which you positively exceed others' expectations*

g. **Practice Quality Leadership.** Examples are:

- *Knowledge and practice of proven principles of quality leadership/management, command leadership, TQL, Covey, etc.*
- *Training sessions on leadership*
- *Delegation and follow up*
- *Awards/recognition programs*
- *Feedback solicitation for improved performance*

h. **Unit Mobilization Readiness (SELRES).** *Your unit's preparedness for mobilization, including, but not limited to: OTE, wills/powers of attorney, personal records organized, medical and dental readiness, immunizations up-to-date, etc.)*

5. **Specific Contributions.** *(Indicate whether as individual, team member, or leader).*a. **Command Excellence Assessment Results**b. **Quality Improvements and Cost Savings**c. **Environmental Quality and Safety** *(if applicable)*

d. **Equal Respect and Opportunity.** *(What you have done above and beyond a grade of 3.0 as described on the NAVPERS 1602/2, FITREP and counseling record).*

e. **Morale and Welfare**

f. **Retention.** *Include unique challenges to retention and the methods used to overcome obstacles to retention. Examples include: Proactive solutions to pay problems, innovative training plans, etc.).*

g. **Other**6. **Personal Achievements**

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a. Qualifications Attained

b. Educational Courses Completed

c. **Awards/Commendations During Period** (attach copies). **DO NOT** include awards which have not yet been approved).

7. **Other** (including but not limited to "Items for Special Consideration" in reference (a), Annex "N").

a. **Future Duties and Schools Desired**

b. **Desires for Future Assignments.** Examples are: *COMMAND, NAVAL WAR COLLEGE, etc.*